

## TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS

PART I		
Title of Assignment	<b>National Consultancy:</b> TA support to Ministry of Health (MOH) to develop Expanded Program of Immunization (EPI) restoration and strengthening plan amid covid-19 outbreak	
Section	Health & HIV	
Location	Lilongwe	
Duration	60 days over 4 months	
Start and End Date	<b>From:</b> 1 <sup>st</sup> October	<b>To:</b> 31 <sup>st</sup> December, 2020

### BACKGROUND

The Coronavirus disease (COVID-19) outbreak, that started in Wuhan China, on the 27<sup>th</sup> of March 2020, has affected more than 140 countries with >20million cases globally and >1million cases in Africa. Malawi registered it's first cases on April 2 and as of 7th September registered 5,614 confirmed cases of COVID-19 and 175 deaths. There has been a spike in cases in the month of July with a worrisome increase in the trend of local transmission during this period.

For many years, the Expanded Program on Immunization (EPI) in Malawi has sustained a high national coverage (above 80%) for all antigens. Administrative data on routine immunization now shows further increases in national immunization coverage in 2019 and 2020 compared to the coverage in previous years. For instance, the coverage of Penta3 increased to 95% in 2019 compared to 92% and 89% in 2018.

The Malawi Ministry of Health (MoH), UNICEF, WHO and other key stakeholders are clearly concerned about the impact COVID-19 will have on the delivery of essential health services and disruption of Expanded Program of Immunization (EPI) services. Despite good coverage maintained during the pandemic, this may change given the pandemic is ongoing, fear that caregivers might be reluctant to come to Health Facilities; or outreaches may increasingly be cancelled. Surveillance systems may also be weakened increasing risks of outbreak spilling over from neighbouring countries especially Mozambique and Zambia. To mitigate this impact the MOH with support has developed and rolled out service continuity guidelines. COVID-19 however continues to increase fragility of health systems by draining the already limited resources for delivery of services and straining the Human Resources hence putting the entire primary health care services at jeopardy.

In order to ensure the resumption of critical EPI activities in the period post-COVID-19, a consultant is required to support the MOH to develop plan to maintain and strengthen EPI program, to ensure the program is resistant to the continued outbreak.

### JUSTIFICATION

The justifications for the consultancy:

- Additional temporary capacity on a consultancy assignment to dedicate time to work with EPI, other MoH departments (MNH, Nutrition) and partners in order to develop the plan for program restoration and strengthening
- Specific expertise not immediately available in the CO to develop the EPI recovery and strengthening plans

### PURPOSE OF THE ASSIGNMENT

To provide technical support to the EPI unit of the Ministry of Health in developing the EPI recovery plan to inform program planning for a speedy and effective normalization of EPI activity implementation and delivery of services in the period after COVID-19 is brought under control in Malawi. The recovery plan will outline the strategies and resources needed to facilitate the implementation of activities aimed at reversing any negative impact COVID-19 will cause and in the long-term, making EPI program resilient in the context of PHC in Malawi.

## **SCOPE OF WORK/OBJECTIVES**

The consultant will work with UNICEF, the MOH and other EPI stakeholders at the national and sub-national level to provide technical support to EPI unit of the Ministry of Health to develop a comprehensive plan to facilitate an effective return to normal of EPI service delivery and functionality of the EPI program broadly in period after COVID-19 is controlled. The expected output of this consultancy is a detailed recovery plan with well defined objectives, strategies and timelines.

The consultant will be expected to provide technical support for carrying out the following tasks:

1. Conduct virtual consultations with MoHP units/departments (EPI, CHSS, Planning, CMED, QMD, Health Promotion, Nutrition) , and subnational level staff on the EPI recovery plan to understand status of EPI service delivery in the COVID period including putting in place system to sustain coverage after Covid or during any other emergency (build resilience), and gather inputs and key considerations in the development of the plan including proposed strategies
2. Conduct desk review of relevant existing plans and key documents and available local secondary data ( such as the COVID-19 National Contingency Plan policy, Country multi-year plans, HSSPII, EPI Annual Plan, Child Health Strategy, report on continuity of essential health services during the COVID-19 outbreak) to further inform the development of the recovery plan
3. Develop recovery objectives and timelines to ensure resumption of EPI services and activities
4. Formulate draft strategies and activities to address expected drops in EPI coverage including suggestions on implementation of Supplementary Immunization Activities (SIAs)/Periodic Routine Intensification of immunizations, communication and social mobilization activities required.
5. Prepare a draft EPI recovery plan document for review by MOH, UNICEF and key EPI stakeholders
6. Facilitate participatory process (virtual workshop) with MoHP and key stakeholders to review the draft recovery plan and subsequently collate and integrate stakeholder inputs.
7. Undertake costing of the technical and financial resources required to implement the EPI Recovery plan using applicable costing tools, and complete the plan with costings.
8. Facilitation virtual workshop to review the final draft costed EPI recovery plan and facilitate adoption meeting by MOH and key stakeholders
9. Preparation and submission of final costed EPI recovery plan document to UNICEF MCO, MOH and key stakeholders
10. Documentation of best practices and challenges in

## REPORTING REQUIREMENTS

### To whom will the consultant report (supervisory and any other reporting/communication lines):

The consultant will report to the Chief of Health and work closely with the Program Manager, EPI, Ministry of Health and Immunization Specialist of UNICEF Health & HIV Section. Chief of Health & HIV Section, UNICEF Malawi will support with providing guidance for this assignment.

### What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

It is expected that the consultant prepares an implementation plan with timelines for the assignment, outlining planned tasks and concrete steps to be undertaken to accomplish the planned tasks within the scheduled time. Regular discussions will be held virtually, the consultant is expected to stay in touch via telephone, e-mails and other means such as Zoom or Skype

### How will consultant consult and deliver work and when will reporting be done:

Given the in-country situation of COVID-19, the consultant will work virtually and conduct all meetings and other engagements as such until such a time that UN COVID travel restrictions are lifted.

The consultant will need to present the draft documents as well as the final report to UNICEF and MOH. At the beginning of the assignment, the consultant is expected to produce and agree with UNICEF and EPI Unit of MOH on work plan schedules for the assignment period.

## EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
Prepare and submit an inception report and work plan of consultancy assignment after consultations with MOH and key stakeholders and Desk Review of key documents	Inception report	10 days	By 14 October 2020	20% in October 2020
Prepare and submit report on virtual meeting with MoHP and key stakeholders to review the draft recovery plan	Report on review of the draft recovery plan	20 days	By 12 November 2020	30% in November 2020
Cost and finalize draft EPI recovery plan	Draft EPI Recovery Plan with costings	20 days	By 10 December 2020	20% in December 2020

Prepare and submit final version of the EPI recovery plan	Final EPI Recovery Plan document	10 days	By 24 December 2020	30% January 2021

However, as the actual starting date may impact the dates estimated in the TOR, the exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signature.

#### PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

#### PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

Local travel costs will be reimbursed on actual expenditures and upon presentation of original supporting documents.

#### DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

##### Academic qualification:

- Advanced University degree in Public health, Business management, Social science, Economics or in relevant field.

##### Work experience:

- A minimum of eight years of progressively responsible professional work experience at the national or international levels in health sector program analysis, management and leadership.
- Good understanding of the Expanded Programme Immunization preferably on urban immunization, including national level strategic planning and implementation across the health system tiers.
- Have experience on social mobilization strategies for health program, preferably for immunization program in urban setting
- Familiarity with key MOH, UNICEF and Gavi related work streams, guidelines and processes

##### Technical skills and knowledge:

- Proven experience of facilitation of strategic discussion on public health program management at national and international level.
- Proven experience in leadership, management and coordination of public health program.

- Proven experience in programme situation analysis/review, planning and budgeting
- Good interpersonal and communication skills.

#### **Competencies:**

- Strong analytical, negotiation, oral and written communication skills
- Effective presenter including ability to adapt the message and visual aids for multiple audiences to deliver concise, impactful presentations of primary health care interventions.
- Effective facilitator with proven ability to engage and train a group of individuals at national level and for front line health workers as well
- Ability to work in a multi-cultural environment

#### **Languages:**

- Written and spoken fluency in English

### **ADMINISTRATIVE ISSUES**

UNICEF will regularly communicate with the specialist and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. Within 5 days of the contract commencement, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

The assignment requires the consultant already based in Malawi to actively engage with partners as well as the focal person in Ministry of Health (EPI), City Councils and NGOs. Initially the consultant will work from home due to UN-wide COVID travel restrictions, but travel may be required to Lilongwe and other areas when restrictions are eased and upon approval by the supervisor of the contract.

The consultant will need to present the draft documents as well as the final report to UNICEF and EPI, MOH. At the beginning of the assignment, the consultant is expected to produce and agree with UNICEF and EPI, MOH on work plan schedules for the assignment period.

### **CONDITIONS**

- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be based in his location and work from home until such a time when COVID travel restrictions are relaxed to allow in-country travel.

- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends or public holidays, medical insurance, taxes, and any form of leave.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the consultant and reimbursed against actuals, unless otherwise agreed.
- Transport will be provided to the consultant during in-country field travel, if planned and approved.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- The assignment is an on-site/off-site support.

## HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial  
Proposal.xlsx

4. References details